

**Water/Wastewater Commissioners’  
Meeting Minutes  
July 31, 2012**

Present: Dale A. White, Vice-Chairman  
Michael E. Putnam, Member  
David Boucher, Superintendent  
Absent: Robert E. Courage, Chairman

**Call to Order:**

Vice-Chairman White called the meeting to order at 6:00 p.m.

**Decisions:**

Approval of Final Minutes – Commissioner Putnam made the motion to approve the minutes of the commissioners’ meeting held July 17, 2012. Vice-Chairman White seconded the motion. All voted in favor.

Water Users Fee/Tax Collector’s Warrant – The Commissioners signed this document as presented for the July 2012 Bill Commitment 120731 and for the July 2012 Final Bills issued.

Sewer Users Fee/Tax Collector’s Warrant – The Commissioners signed this document as presented for the July 2012 Bill Commitment 120731 and for the July 2012 Final Bills issued.

Well Exploration Pump Testing – Superintendent Boucher distributed and discussed the email received from Mr. Gary Smith, Wright-Pierce, in response to Milford’s request for an agreement outlining the engineering tasks to be performed and the planned oversight of contracted drilling work during the pump testing for water quality, pressures and flow rates at the NPC site, known as Phase III Engineering Services, at a cost of \$6,500.00. It is noted that Wright-Pierce will not exceed this price, once the agreement is signed by all parties, without a formal notification and a meeting request to negotiate additional tasks and/or prices. Milford will make payment directly to the drilling contractor, as well as obtain, deliver and pay for the water quality analyses. Discussion followed regarding the price not being excessive and would cover the cost of clearing the land, as occurred in the past, if necessary due to inclement weather, however, the cost of utilizing a pressure transducer to aid in monitoring water levels would be additional and is at Milford’s discretion. Mr. Boucher said Mr. Smith will prepare a formal agreement if there are no comments or suggested amendments to this emailed draft. Commissioner Putnam said he would like to know the recommended contractor and the proposed cost for installing the well pump, since this scope extends beyond engineering. Vice-Chairman White said he would like to know the cost of the river pressure transducer, since determining water levels is beneficial. Mr. White asked Mr. Boucher to request Wright-Pierce amend and resubmit this agreement for the August 14, 2012 Commissioner’s Meeting, to include the cost details of the pump tests and pressure transducer as well as

Water/Wastewater Commissioner Meeting Minutes  
July 31, 2012

specify which party will be responsible for which tasks, i.e., identify the analysis tasks to be completed by Milford's in-house personnel.

Switchgear Upgrade Project – Superintendent Boucher distributed and explained the information received from SMR Engineering and Wright-Pierce Engineering. He said he had reviewed both proposals and they are materially the same, with verbiage being the difference, and that additional explanation had been requested and received from SMR for further project clarification, i.e., quantity of vendor visits, the rate sheet associated with the variety of visits and subcontractor bid packet details. Mr. Boucher reported an additional \$500.00 cost to SMR's originally proposed fee of \$24,400.00, which would revise the SMR engineering cost to become \$24,900.00. Commissioner Putnam and Vice-Chairman White questioned whether this switchgear upgrade project required this much engineering. Mr. Boucher replied that the engineering prices are being driven higher by the fact that the facility must remain operating while the upgrade is in progress, which requires the coordination of PSNH to shut down and by-pass power to an off-site generator. Mr. Boucher said Wright-Pierce's engineering cost is \$27,500.00. Commissioner Putnam asked which of the two companies had more experience with such design work. Mr. Boucher replied in his opinion, SMR does more pump stations and wastewater plants, but admitted he was unsuccessful in his attempts to reach Mr. Chris Berg today to obtain a list of Wright-Pierce references specific to similar projects, however, Milford has undertaken many projects with Wright-Pierce and received positive feedback from the Merrimack Wastewater Treatment Facility relative to Wright-Pierce's handling of a switchgear project there. Discussion continued with Mr. Boucher answering the commissioners' questions. Mr. Boucher said he would recommend SMR for this switchgear update project based on the company's known direct experience, successful project involvement at this WWTF which preceded his own employment in a management capacity, Chairman Courage's satisfaction with SMR's work prior to his retirement as a Milford town employee, and based on the two engineering firm's proposed costs. Commissioner Putnam made the motion to hire SMR Engineering to perform the Switchgear Upgrade Project at a price of \$24,900.00 as proposed and as recommended by Superintendent Boucher. Vice-Chairman White seconded the motion. All voted in favor. Mr. Boucher said he will send an acceptance letter to SMR, initiate the first site visit and prepare bid documents. Vice-Chairman White said time is of the essence. Commissioner Putnam asked Mr. Boucher to make it a priority to expedite each stage of this project. Mr. Boucher agreed to give this project high priority.

2013 Hydrant Rental Fees – Superintendent Boucher said that Town Administrator Scaife had contacted him to inquire whether hydrant rental fees would be increasing, which is a fee that would affect Town Hall budgets. He reviewed hydrant rental budget line item and information contained in the previous water rate increase study, which indicated that for 2013, the total revenue required for hydrant rental fees should be approximately \$164,000.00. Currently the fee is \$344.00 per hydrant. At 481 hydrants, that equals \$165,464.00 and he does not feel that an increase is warranted, adding that the last adjustment occurred in 2010. Vice-Chairman White made the motion to not raise hydrant rental fees during 2013. Commissioner Putnam seconded the motion. All voted in favor. Vice-Chairman White said should Chairman Courage not agree, this topic could be pursued further at the next commissioners' meeting. Mr. Boucher said he would convey the Board's decision to Mr. Scaife.

## **Discussion/Information Items:**

Septage Receiving Facility – Project Update – Superintendent Boucher said the final Stantec/Weston & Sampson punch lists of remaining tasks will be generated by the end of this week, with the goal of completing the punch list by August 15<sup>th</sup>. The VSG computer vendors will be on-site Friday to connect the computers (including signal conversion from fiber optic to CAT-5) between the new septage receiving facility panel with the administration building. As part of the project, NH DES-approved relocation of the permitted landfill monitoring well will occur on Thursday. On Monday, Halliday will perform landscaping tasks as well as the wiring for the biofilter blower. The final equipment training by Lakeside will take place on Wednesday, August 15<sup>th</sup>. Mr. Boucher said he did not receive the final word on when the actual start-up date will be, however the originally planned project start-up date had been projected to be August 6<sup>th</sup>. He said that Weston & Sampson reps have not been on-site the past two days, while the Collection System Foreman has been progressing with the biofilter work. Vice-Chairman White asked if bollards are needed near the pump and blower. Mr. Boucher said there will be bollards at the septage receiving facility. Shrubs may be planted there for ornamental aesthetics, he said, although he does not expect personnel to snowplow that deeply. Mr. Boucher reiterated that the start-up date hinges on the progress of the VSG computer connection work and the Lakeside equipment training, to include how the septage haulers will be billed. Commissioner Putnam emphasized that Mr. Boucher should convey the preferred operation date is August 16<sup>th</sup>. Vice-Chairman White said at the next commissioner's meeting on the 14<sup>th</sup> we should know the exact date and hour of the new facility start-up.

7/18/12 CIP Meeting - Recap – Superintendent Boucher distributed the Water Utilities CIP information submitted to the CIP review committee on July 18<sup>th</sup>, and said that Water Utilities is not requesting taxpayer funds for Capital Improvement Projects. He explained that Curtis Well Improvements Phase 1 and Phase 2 funding lies within the current operating budget and is presented annually during the Town Meeting. Mr. Boucher reported that he informed the committee members that, probably during 2014 or 2015, conservatively, there will be pump station and piping construction costs, but at a reduction in cost from the originally projected \$500,000.00 due to it not being necessary to cross the Souhegan River. He said that the committee's only question was whether sites near the Keyes Well had been investigated. Mr. Boucher said his understanding of the flow of groundwater in that vicinity is that it starts upstream and heads toward the center of town, and because that site is not currently undergoing active cleaning, current in-ground water quality data (previously identified as contaminated at the former Fletcher site) is not available.

Curtis Well Electrical and Instrumentation Improvement– Superintendent Boucher said he had requested and received a complete cost analysis from Mr. Chris Berg, Wright-Pierce for comparison against the original agreement. The originally proposed construction and engineering costs were projected to be \$140,000.00. The new total project cost estimate is \$169,000.00. He said he hadn't reviewed the details closely because he received it late today, and noted the price update includes optional items he requested be inserted, such as pump upgrades, which the commissioners had recently been discussing. Commissioner Putnam asked if the budget would cover \$169,000.00. Mr. Boucher reminded the commissioners that some capital account withdrawals had taken place, and that the most recent financial print-outs indicate there is \$277,498.00, and considering the three recent fund transfers requested total approximately \$94,000.00 for directional drilling costs, water meter exchange program, and the cleaning of Curtis Well #1, approximately \$183,498.00. Mr. Boucher said that the Prospect Tank rehab and the Smith & Beech Streets water projects were recently decided to be delayed so that the Curtis Well

Electrical and Instrumentation work could continue. Mr. White agreed, saying these final, critical aspects of the Curtis Well should be wrapped up. As the funding needs to be reviewed further, and the bid specs have not yet gone out, this topic will be discussed at the next commissioners' meeting with the full board present. Vice-Chairman White asked that Mr. Boucher review the tasks to see which could be done by in-house staff.

Activities Report – Reviewed by the commissioners.

**Future Appointments/Meetings:**

The next Water and Wastewater Commissioners' meeting will be held at 6:00 p.m. on Tuesday, August 14, 2012 at the Water Utilities Department, 564 Nashua Street.

**Adjournment:**

Commissioner Putnam made the motion to adjourn the meeting at 6:55 p.m. Vice-Chairman White seconded the motion. All voted in favor.

\_\_\_\_\_  
Dale A. White, Vice-Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Michael E. Putnam, Commissioner

\_\_\_\_\_  
Date